

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER A-04	PAGE NUMBER 1 OF 6
	RELATED NCCHC/ACA STANDARDS: P-A-04/4-4408, 4-4409 (ESSENTIAL)	
CHAPTER: 11 HEALTH SERVICES	SUBJECT: ADMINISTRATIVE MEETINGS AND REPORTS	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: 11-19-07		

PURPOSE:

To provide a regular and systematic means of communication between health services staff and institution administration. Further, to facilitate on-going communication and cooperative efforts between institutional administration and the health services staff.

POLICY:

1. A Medical Audit Committee (MAC) Meeting will be held at least monthly. MAC meeting members will include:
 - A. Institutional Authority, Health Services Administrator, Site Medical Director, Office of Health Services and representation from dental, mental health and other healthcare services and correctional staff as appointed by the Institutional Authority.
 - B. The medical vendor Regional Manager will be an Ex-Officio member of the MAC.
 - C. Guests may be invited to attend MAC meetings at the invitation of the Site Medical Director, Health Services Administrator or the Institutional Authority.
2. The MAC Meeting will be scheduled to occur on a mutually agreeable day and time.
3. An agenda will be provided to each individual attending the MAC meeting. The agenda of the MAC meeting should, if possible, be distributed two full business days before the meeting is scheduled to occur and will include the following:
 - I. Call to order
 - A. Acknowledgment of guests
 - B. Approval of previous meeting minutes
 - II. Old business
 - III. New business

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- A. Healthcare Activities and Reports: Reports provided to the MAC will, to the extent possible, provide data-driven analyses that will assist in the identification of relevant trends and issues that may merit additional review through the Quality Improvement process.
- B. Health Services Report Department Reports
- C. Infection Control/Safety
- D. Environmental Inspection Reports
- E. Mental Health Activities
- F. Policies and Procedures
- G. Quality Improvement
- H. In-Services
- IV. Open Discussion
- V. Adjournment
- 4. The Institutional Authority and Office of Health Services will be responsible for the recording and reporting of the meeting minutes. Minutes will be prepared, distributed to MAC members, the Regional Manager, and a copy retained in the Health Services Unit.
- 5. In addition, Health Services staff meetings will be conducted and documented on a monthly basis by the Health Services Administrator.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-04

American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4408, 4-4409

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POLICY A-04.2 (STAFF MEETINGS)

PURPOSE:

To provide monthly communication between medical vendor staff and medical vendor administration. In addition, to identify Health Services Unit operational concerns, and to share information.

POLICY:

1. A monthly Staff Meeting chaired by the Health Services Administrator or Director of Nursing will be held. Medical, mental health and dental staff are included in these meeting.
2. The format of the Staff Meeting includes:
 - a. Personnel Announcements (new staff, changes/review of personnel policies, etc.)
 - b. Safety Report and Discussion (number, type, and follow-up of staff injuries)
 - c. Exposure Report and Discussion (number, type, and follow-up of BBP and other infectious disease exposures of staff)
 - d. Staff input for improving safety and exposure practices including safety devices and Personal Protective Equipment.
 - e. Quality Improvement reports and activities.
 - f. Other reports such as Warden or Facility Administrative Meetings, Monthly Health Services Report, and Inspection Reports.
 - g. Operational issues.
 - h. In-service education.
3. Minutes of the meeting will be developed and made available for review by staff unable to attend the meeting. The Health Service Administrator will retain minutes.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-04
American Correctional Association: Standards for Adult Correctional Institutions, 4TH Ed., 2003. 4-4015

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POLICY A-04.3 (HEALTH SERVICES REPORTS)

PURPOSE:

To report a summary of monthly healthcare statistics to medical vendor administrative staff, the Institutional Authority, the Medical Audit Committee, and (if applicable) the correctional system (“DOC”).

POLICY:

1. The Health Service Administrator or designee shall complete a Health Services Report on a monthly basis.
2. The Health Services Report shall be submitted to the Regional Manager.
3. The Regional Manager shall submit the Health Services Report to MAC members at least two full business days before the MAC meeting is scheduled to occur. Health Services Report: Each Health Services Report must include accurate, complete, and current information, including relevant statistical information, regarding the following topics:
 - A. Inmate deaths;
 - B. Infectious disease monitoring;
 - C. Emergency services provided;
 - D. Inpatient hospitalizations;
 - E. Consult/specialty care information;
 - F. Dietary information;
 - G. Pharmacy utilizations;
 - H. Compassionate releases;
 - I. Outstanding grievances;
 - J. Mental health issues;
 - K. Equipment issues;
 - L. Staffing;
 - M. Morbidity and Mortality; and

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N. Any other significant developments, issues, or concerns.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, P-A-O4

American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4409

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POLICY A-04.4 (MENTAL HEALTH SERVICES REPORT)

PURPOSE:

To define documentation required from mental health staff to indicate level of services provided.

POLICY:

1. Mental health staff will compile service statistics on a monthly basis and submit the following information to the Health Services Administrator:
 - a. Number of inmate contacts by any qualified Mental Health Professionals
 - b. Number of inmate contacts by Staff Psychiatrist
 - c. Other statistical information mutually agreed upon or required, i.e. special programs, medications, suicide watches, seclusion, forced medications, transfers, etc.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003, P-A-04
 American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2003. 4-4409